



## Team Leader Checklist

We want you and your team to have the safest trip possible; that's why each trip leader must ensure that every team member completes the following trip requirements (listed below). Once all of your team has completed these requirements, please check the boxes, sign this form, scan/e-mail/text to the Envision Trips Coordinator.

My team members have all completed the following pre-trip requirements:

- Background Check Completed for all Team Members  
*I verify that I have run background checks on all team members (both a National Criminal Check, both state and county, as well as a National Sex Offender Check) and all team members and leaders have clean records. (Please note that background checks can only be run on persons 18 years of age and older.)*
- Child Safety Training Video Viewed – <https://weareenvision.com/trips>
- Online Medical Forms and Releases Signed for Team  
*(Check your Team Roster online)*
- Chubb International Travel Insurance Information Received from Envision  
*(International Teams Only)*
- 72hr COVID-19 Pre Trip Screening Document Collected  
*I verify that I will collect this document from each participant and submit it to the Trips Coordinator. I will verify that all participants will not have shown any symptoms of COVID-19, will not have been in contact with someone who has tested positive, and will agree to follow safety protocols established by the Envision site and staff.*

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Team Leader (Print Name)

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Team Leader Signature

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Date

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Sending Organization Name (Church, School, Etc.)

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Trip Destination